



The first part of this policy covers day trips to away matches. The second part covers additional guidance for trips that include an overnight stay.

(\*The word “children” should be taken to mean all persons under the age of 18 years”)

## FIRST PART

### Introduction

Edenbridge CC acknowledges the fact that in any given season, half of the matches can be played away, that’s without tours and festivals or similar events. In order for Edenbridge CC to be able to demonstrate its duty of care to the children in its teams Edenbridge CC has developed the following procedures to be followed.

Edenbridge CC will appoint a team manager for each junior age group. The team manager will be responsible for coordinating the arrangements for away fixtures and will be appointed with clear roles and responsibilities including:

- 1 Establish and communicate the following information to parent(s):**
  - a) Why the trip is planned and what is its reason or purpose
  - b) When the trip will take place; date, time of departure and estimated time of return
  - c) Where the trip is to, including the destination and venue
  - d) Where the meeting points will be, at home and at the away venue
  - e) Staffing arrangements, including the name and contact details of the Team Manager responsible for the trip
  - f) Kit and equipment requirements
  - g) Details of cost implications, including the competition fee, any spending or pocket money needed and the transport costs
  - h) Name and contact number of the person acting as the “Club Home Contact”
  - i) Arrangements for food and drink
  
- 2 Be in possession of a written copy of relevant emergency contact details and any medical information for all children taking part.**
  
- 3 Determine appropriate staffing and staff training arrangements where appropriate:**
  - a) Wherever possible, Edenbridge CC will appoint a Head Coach and Team (tour) Manager. The Head Coach and Coaches take responsibility for training and competition management for the team. The Tour Manager (and any other staff) takes responsibility for other roles, such as chaperones.



- b) All members of staff need to have clear knowledge of their role and responsibility for the team
  - c) All staff must go through an induction programme ensuring they understand the ECB 'Safe Hands' Policy
- 4 Ensure there is an "Edenbridge CC Home Contact" – a member of Edenbridge CC who is not traveling away, who will act as a contact point in an emergency. Ensure that the Edenbridge CC Home Contact is provided with the following information to enable them to fulfill their role should they need to:**
- a) The names of the players and adult volunteer(s) on the trip.
  - b) Emergency contact names and phone numbers for each of the above.
  - c) Details of any medical or physical needs that any of these persons may have.
  - d) Contact numbers for the adult volunteer(s) which can be used while the staffs are on the trip.
  - e) Telephone numbers for the local police to the home club and or accommodation
  - f) Contact numbers for the accommodation

Edenbridge CC Home Contact should be a member of Edenbridge CC who has been appropriately vetted.

## **SECOND PART**

### **Essential Planning when Staying Away Overnight**

#### **1. Risk Assessment**

Potential areas of risk should be identified at the planning stage through a risk assessment, which is legally required, and which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. The risk assessment should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans.

Remember, children should not be placed in situations which expose them to unacceptable levels of risk.

##### **1.1 Accommodation**

In an ideal world you would visit the accommodation before booking but this is not always possible. However, organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. As stated above, where



possible, an initial visit to the venue and accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents where appropriate.

The following is a non-exhaustive list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location; central and remote locations both present different challenges
- Ensure all accommodation is clean and has access to sufficient toilet and bathing facilities.
- Sleeping arrangements; these will enable suitable sharing in terms of age and gender and appropriately located staff or volunteer bedrooms for both supervision and ease of access in case of emergency. Parents/Carers and children should be consulted in advance about arrangements for sharing where possible and appropriate. Are there en-suite facilities or separate facilities for children and adults? Remember all beds must be single. Players must not share a bed and children and staff must not share a room. Players of vastly differing ages must not share a room.
- Establish if rooms are equipped with satellite TV, and whether inappropriate programmes may be available. It may be possible to arrange for these programmes to be disconnected.
- Check the accommodation policy for extras on bills, breakages and lost keys
- Ensure the needs of players with disabilities are met. For wheelchair users, it is important to check access to the buildings, bedrooms and bathroom facilities.
- Are there appropriate safeguards where others have access to the sleeping quarters
- Are any special access or adaptive aids required by group leaders or children
- Local environmental factors
- Are there any personal safety issues?
- Is there a current fire certificate?
- Can all dietary requirements be met?
- Can valuables be stored safely?
- What are the night-time security arrangements?
- Is there secured parking?

### **1.2 When you Arrive at the Accommodation**

- Check that all windows and doors are safe
- Check the rooms for any damage and make sure you report any issues, or you may find that you end up with a bill



- Check if there are any no smoking rooms; this is very important for anyone who has asthma
- If there is a bar, what rules will you have in place?
- Is there a social area; what is there for children to do when not playing cricket?
- Some children have enuresis (bed-wetting), ensure that the hotel can deal with this discretely
- Ensure that you have your staff rooms spread out; for example, if the group is spread over 3 floors there should be at least 1 member of staff on each floor.
- Check all rooms, are there the correct number of beds?
- Ensure there is no access to alcohol in the rooms
- Ensure movie access is appropriate or not available in rooms
- Ensure that everyone is aware of the fire exits and emergency procedures
- Store money and valuables safely
- Have a group meeting to review the programme and rules

### **1.3 Exchange Visits and Hosting**

Before departure, organisers should ensure there is a shared understanding of the standards expected during home stays between them, host organisations or families, parents and children themselves. These standards should include arrangements for the supervision of children during the visit. Host families should be appropriately DBS checked where possible or equivalent police checks undertaken and references thoroughly checked. Organisers, parents and children should all be provided with a copy of emergency contact numbers. Children should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all children to ensure they are safe and well.

### **1.4 Residential at a Facility or Centre**

Organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health and Safety. Adequate security arrangements should be in place and facility staff should have been DBS checked where appropriate. Facility staff involved in the training or instruction of children must be appropriately qualified and trained. Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

## **2. Involving Parents/Carers**



Where possible, a meeting should be held with parents/carers before departure to share the above information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents/carers in advance of the trip along with sanctions for unacceptable behaviour. Parents/Carers must complete a consent form and provide emergency contact details. In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

### **3. Involving players**

You have provided the adults with a detailed pack, it's a good idea to provide the players with a scaled down version of the pack

Where possible, a meeting should be held with the players before departure to agree the following:

- Rules for the trip; and what will happen to those who break them
- Clothing list; ideally children should not wear shirts or hats with their names on.
- Expectations of the players
- Agree who is sharing a room with whom before you go; however, be ready to change these friendship groups which children can change very quickly
- Codes of conduct/behaviour; this should be signed by all players with their parents/carers permission
- Their responsibility for their own property
- Staff roles and responsibilities
- Emergency Procedures
- Support if they become homesick, are unhappy, or need to speak to someone in confidence

### **4. Designate a Child Welfare Officer (Team Manager) for the Trip**

Those in charge of the group will be responsible for the safety and well-being of children in their care. It is recommended that one of the group leaders co-ordinate the arrangements to safeguard the safety and welfare of children during the trip. The designated Child Welfare Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home.



Make sure you use the following:

- Consent forms; make sure they are signed, returned and kept safely in line with data protection legislation. If any of the group have asthma or diabetes, or any other specific medical condition, allergies and or dietary requirements, ensure that the Club Welfare Officer and staff are aware of how to deal with any situation and are prepared to do so.
- Ensure that all staff have a written copy of the relevant emergency contact details and any medical information with them during the away trip, for all children who are taking part in the trip, for whom they have a duty of care.

#### **5. Considerations during the Trip**

- Hold daily group meetings and a staff meeting; this is an opportunity to discuss any issues or problems and to solve them.
- Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children should not be allowed to wander alone in unfamiliar places.
- Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with, or fraternise with, children during the trip and remember that they are in a position of trust at all times. The use of alcohol or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip.
- Group leaders should maintain an overview of the well-being of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know.
- Players must know the whereabouts of staff at all times, including which room's staff are in and how to contact them if required.
- Staff must be made aware that they have a common law duty of care to act as a prudent parent would.

#### **6. Considerations on Travel Arrangements**

- Ensure there is adequate and relevant insurance cover (Including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of children and are familiar with the details of the emergency services in the location of the visit.



- On trips away, children may take part in non-cricket activities such as swimming- make sure your consent form covers such activities
- Check your insurance policy covers non-cricket activities
- For some trips you may need vaccinations, or take pre-trip medication such as anti-malaria
- Don't forget European Health Insurance Cards (replacement for E111 form)

### **7. Adult to Child Ratios**

All trips away should be planned to involve **at least** two adults, preferably one male and one female where possible. The guidelines on adult to child ratios will inform an assessment of the numbers of adults required to safely supervise the group. Those involved should be recruited and selected in accordance with the procedure for recruiting child care positions.

Group leaders should be familiar with and agree to abide by the organisation's Child Protection Policy, Procedures and Code of Conduct.

### **8. After the trip**

Where appropriate, a debrief will take place with all those involved in the trip, including children. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

### **9. If an emergency occurs, the following procedures must be followed:**

- a. Establish the nature of the emergency and names of casualties
- b. Ensure that the rest of the team are safe and supervised
- c. Ensure all members of the party are aware of the situation and follow emergency procedures
- d. Ensure a member of staff accompanies any casualties to hospital
- e. Notify the Police if necessary
- f. Complete an ECB Incident Report form
- g. Ensure no one in the group speaks to the media. All media enquiries should be managed through the ECB Marketing and Communications Department
- h. Contact the Edenbridge CC Home Contact, who will:
  - i. Contact parents and keep them informed
  - ii. Liaise with the Kent Child Welfare Officer and, if necessary, the ECB
  - iii. Liaise with the media contact if applicable
  - iv. Report the incident to insurers



### **Acknowledgements**

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- The above policy has been developed from 'Creating a Safe Environment for Children in Sport' 2006, Child Protection in Sport (Scotland)
- ECB Guidance on Transport to and from matches and Managing Children Away from the ECB 'Safe Hands' Crickets Policy for Safeguarding Children
- The FA.Com, Travel, Trips and Tournaments, and "Child Protection Policy, Procedures and Implementation Guidance for Grassroots Football"
- The Child Protection in Sport Unit guide to clubs and organisations